



## 21<sup>ST</sup> Century Community Learning Centers

Technical Assistance Workshop  
February 18 and 20, 2009  
Technical Assistance Webinar  
March 4 and 6, 2009

Michigan Department of Education  
Office of Early Childhood Education  
and Family Services



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## 21<sup>st</sup> CCLC Basics

- ESEA Title IV, Part B (No Child Left Behind Act)
- Michigan will receive \$29.6 M in FY2009
- \$10.2 M for new grants for Cohort F
- \$26.5 M for Cohort D & E continuation
- Competitive grant
- Consistent with Michigan State Board of Education priorities



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## 21<sup>st</sup> CCLC Basics

- Initial year (Cohort F)
  - 7/1/09-6/30/10
- 4 continuation years possible (if funding is available)
  - 7/1/10-6/30/11
  - 7/1/11-6/30/12
  - 7/1/12-6/30/13
  - 7/1/13-6/30/14
- Next round same time next year (if funded)



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## 21<sup>st</sup> CCLC Purposes

### Federal Priority:

- Academic Enrichment
  - Expansion of school day curricula
  - Using hands-on/active learning model
- Tutorial Services
  - SES
- Homework Help
- Federal Targets



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## 21<sup>st</sup> CCLC Purposes

### Other Activities

- Youth development
- Drug and violence prevention
- Counseling
- Character education
- Art and music
- Recreation and sports
- Technology education



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## 21<sup>st</sup> CCLC Purposes

### Services to students' families

- Family literacy and educational development
- Family involvement in education
- Family technology education



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## Eligible Applicants

- LEA = Local Education Agencies
  - Local School Districts
  - Intermediate School Districts
  - Public School Academies
- FCBOs = Faith and Community-Based Organizations
- Consortia/partnerships of the above
- **Must propose service to students who attend schools with 30% eligibility for free and reduced price meals**



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## Eligible Applicants

- Current Grantees
  - Non-duplication of effort
  - Expansion possible
- Applicants may apply for multiple grants to serve different groups of students
- Previous cohorts may re-compete
  - Serve same schools



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## Funding Range

- Minimum grant award \$50,000/year
- \$150,000/site maximum grant award
  - 4 days per week/3 hours per day (or equivalent)
  - 32 weeks school year
  - 6 weeks summer
  - Total of at least 38 weeks
- Maximum of 5 sites/application



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## Application Review Process

- Grant reviewers needed
- Scored according to rubrics
- Maximum score 175 +72 priority points=247
- Individual review
  - inter-rater reliability
  - team consensus
- Rank order according to score
- Additional factors may apply
  - evidence of previous successful grant performance
  - non-duplication of service
  - geographical distribution



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## Cover of Application

- Identify applicant organization - fiscal agent
  - Complete all requested information
- Identify co-applicant
- List the school(s) to be served
  - Only 5 **SITES** may be funded per application
- Original signature of applicant's authorized official in **blue ink** on original application



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## Is This School Eligible?

We suggest you check each building's Free and Reduced Price Meal percentage to confirm 30% school eligibility level.

- October 2008 data will be posted at [www.michigan.gov/21stcclc](http://www.michigan.gov/21stcclc)



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## Assurances

- Original signature in **blue ink** on original
- Affirms that applicant will comply with all requirements
- Binding contract



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## Co-Applicant Agreement

- Include **only** if:
  - Application is a partnership between an LEA and a FBCO or
  - Application is a partnership of several eligible agencies or LEAs
- Applicant = fiscal agent
- Partners = collaborating LEA(s) or agency(ies)
- Copy page 1c for more partners if needed
- Original must have signatures in **blue ink**



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## Acknowledgment Forms

- **20 points**
- Rubric on pages 12-13 of instructions
- 3 types of forms:
  - Need for Project—page 2a
  - Effort to Collaborate—page 2b
  - Intent to Provide Services—page 2c
- Letters of support in lieu of forms - OK
- Duplicate each form as many times as necessary



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## Need for Project

- Use for agency or group supporting the project
- Shows community coordination of services to students
- MPCB support appropriate in some areas



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## Effort to Collaborate

- Required for all applicants
- Need form from each LEA superintendent AND principal of each school identified for services
- Verify how the school will collaborate with the applicant



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## Intent to Provide Services

- For entities that will provide services, but are not part of the formal management consortium
- Form or letter should list the specific services to be provided and indicate agreement to provide them as described in the narrative and budget



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## Project Abstract

- 5 points
- Rubric page 14 used to provide brief information about the project
- Often copied to represent the project to the public
- Use 3<sup>rd</sup> person
- Do NOT say "see attached"



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## Narrative Proposal and Project Plan

- 140 points + 72 priority points = 212
- 15 pages of narrative
  - Verdana 11 point
- Copy project plan chart as many times as necessary
- 6 sections



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## Assessment of Need

- 10 points + 72 priority points = 82 points
- See page 15 of instructions
- Describe need for enrichment and academic programming and rationale for the project design
- Include data to support need



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## Priority Points

- See pages 16-17 of instructions
- Points based on percentage of schools meeting the various priorities
- Title I schoolwide eligibility (40% free and reduced\*)  
15 points possible



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## Priority Points

- Extreme poverty based on census data  
5 points possible
- High-priority schools (those identified for school improvement phases 3 and above)  
15 points possible
- Free and reduced\* eligibility is greater than 50%  
10 points possible



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## Priority Points

- Schools that did not make AYP target due to student proficiency in past two years  
15 points possible
- Joint application between LEA and FBCO proposing service to buildings in school improvement status  
5 points possible
- Sites serving middle schools  
5 points possible



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## Priority Points

- Sites serving high schools  
2 points possible
- \*MDE will use district average percentage for a middle or high school where individual building percentage is lower.



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## Quality of Proposed Project Model

- 55 points
- Rubric on pages 19-22 of instructions
- "Heart of the Proposal"
- Use narrative and project plan sheets
- Complete, thorough plan, including all of the items on page 18



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## Include (see pages 18-19)

- |  |  |
|--|--|
| • Goals, objectives, activities                  | • Operational information                    |
| • How project addresses stated needs             | • Collaboration                              |
| • Linkages                                       | • Parent involvement and services            |
| • Numbers of students, hours, features           | • Staff qualifications and staff development |
| • Location, sites, accessibility, transportation | • Program evaluation                         |
|  | • Services...                                |



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## Services

- Academic enrichment
  - Expansion of curriculum
  - Tutorial services
  - Homework help
  - Connections with school and individual teachers
  - Connection between 21<sup>st</sup> CCLC program and school curriculum and goals, including school improvement activities
- Youth development
  - Drug and violence prevention
  - Counseling
  - Character education
  - Asset development
  - Mentoring



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## Services

- Family Services
  - Services available only to families of enrolled students
  - Family literacy
  - Related educational services
  - Parent involvement in their own children's education
  - Family activities and involvement
- Enrichment
  - Arts, music, etc.
  - Technology
  - Recreation
  - Sports
  - Diversity of services to meet student needs



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## Facility Plan



- 10 points
- Rubric on page 23 of instructions
- Complete Part E, page 5
- P.A. 116 - licensing  
<http://www.michigan.gov/dhslicensing>
- Describe accessibility of the sites and how students will be transported or escorted if non-school sites are to be used
- Sites appropriate for activities



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## Program Personnel

- 25 points
- Rubric on pages 24-25 of instructions
- Full-time project director
- Full-time site coordinators




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## Program Personnel

- National and state staff development participation
- Local staff development plan
- How will volunteers and partners participate
- Staff involvement in continuous program improvement
- Complete Part F, page 6
- Number of staff
- Time each staff person will devote to the program
- Degrees, certification and summary of experience



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## Evaluation

- 20 points
- Rubric on pages 27-28 of instructions
- Local evaluation
  - Program quality
  - Federal targets
  - Qualitative and quantitative
  - Staff evaluation, student and parent satisfaction, curriculum and environment evaluation
- Statewide evaluation
  - YPQA
  - MSU Instruments
  - EZReports
- National data collection

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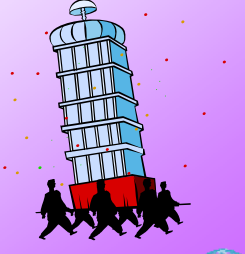

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## Commitment and Capacity and Sustainability Plan

- 20 points
- Rubric on page 29 of instructions
- Start no later than October 1; may start in summer after July 1
- Sustainability plan beyond federal funding

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## Budget

- 10 points
- Rubric on page 33 of instructions
- Funding period: July 1, 2009 - June 30, 2010
- Three parts: summary, detail, narrative
- Appropriate, cost-effective, expenditures for planned services
- Minimum request \$50,000



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## Budget

- Administration capped at 10% of request
  - Total of lines 230, 240, 250, 260 and 280, plus indirect costs
  - does not include rent of a facility not owned by applicant or partners
- FBCO's
  - may not charge directly for administrative costs
  - Do not use lines 230, 240, 250, 260
  - use 10% maximum for indirect costs if no negotiated indirect rate
- Use line 281 for evaluation only
  - does not count in 10% administration cap



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## Budget

- Use negotiated indirect rate, if available
- Signatures in **blue ink** on original application
- Allowed/not allowed
- Check EDGR for more information



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## Checklist and Packaging

- Include original application, with signatures in **blue ink**, and 4 copies, for a total of **five**
- Attach MDE Data Form and Checklist to the top of the original application
- Do not attach supplementary materials
- Do not use special binding



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## Mailing Directions



- Delivery by agent only
- Fax-back confirmation
  - If not received by April 1 - CALL us!
- **MUST BE Received at MDE by 5 PM, March 31, 2009!!!!**



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## Questions?

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